**INVITATION TO TENDER**

**SIERRA LEONE**

**&**

**WEST AND CENTRAL AFRICA**

**NOV 04 2021**

**ITT-EXT-WCA-SLE-001**

**GREEN CLIMATE FUND – FUNDING PROPOSAL DESIGN PACKAGE**

**SIERRA LEONE**

**SUBMISSION DEADLINE: NOVEMBER 25TH 2021 at 19:30 GMT**

**QUESTIONS / CLARIFICATIONS :** [**wca.sourcing.questions@savethechildren.org**](mailto:wca.sourcing.questions@savethechildren.org)

**FORMAT FOR SUBMISSION:**

* [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–) **&**
* **10-12 PAGES PROPOSAL**

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–) **AND PROPOSAL INSTRUCTIONS**

Template to be used to submit response to this Invitation to Tender.

**PART 1 –GREEN CLIMATE FUND – SIERRA LEONE FUNDING PROPOSAL PACKAGE**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Services** | Undertake the development of the funding proposal package to be submitted to Green Climate Fund (GCF) for a community-based climate change adaptation project in Sierra Leone. |
| **Outcome of Tender** | **Framework Agreement** (Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’.  Within the Framework Agreement the terms of services shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement. |
| **Duration of Award** | TBD |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | November 4th 2021 |
| Deadline for questions from Bidders | November 20th 2021 |
| Deadline for Bid Submission | November 25th 2021 at 19h 30 GMT |
| Bid Clarifications | December 1st 2021 |
| Award Contact | December 15th 2021 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack and submit a 10-12-page proposals**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to Procurement Committee SLE-GCF at [wcaro.tender@savethechildren.org](mailto:wcaro.tender@savethechildren.org)
* Note – this is a tender inbox which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be **“ITT-EXT-WCA-SLE-001: GREEN CLIMATE FUND – FUNDING PROPOSAL DESIGN PACKAGESIERRA LEONE”**
* Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **November 25th 2021 at 19:30hrs GMT**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee | [wca.sourcing.questions@savethechildren.org](mailto:wca.sourcing.questions@savethechildren.org) |

Please be advised local working hours are 9 AM to 17:00 GMT. Please allow up to 72 hours days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

**GREEN CLIMATE FUND – FUNDING PROPOSAL DESIGN PACKAGE**

**SIERRA LEONE**

**Release Date:** 4 November 2021

**Due Date:** 25 November 2021

**Green Climate Fund – Sierra Leone Funding Proposal Package**

Save the Children International is inviting submissions of Expression of Interest (EOI) from consultants, firms, or consortiums to undertake the development of the funding proposal package to be submitted to Green Climate Fund (GCF) for a community-based climate change adaptation project in Sierra Leone.

**BACKGROUND AND RATIONALE**

Save the Children International is working with the Environmental Protection Agency in Sierra Leone to develop a large-scale community-based adaptation project for submission to the Green Climate Fund (GCF). The Sierra Leone Coastal Resilience Project (SLCRP) will address key climate drivers and their causal impact on local communities’ adaptive capacity.

**Save the Children** is the world's leading international non-governmental organization for children with a presence in over 120 countries. Their vision is a world in which every child attains the right to survival, protection, development and participation. Their mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives. Save the Children International’s work brings together partners, communities, civil society and government agencies to develop programs that are sustainable and bring long-term benefit to children and their families. In Sierra Leone, Save the Children works across a range of sectors, including child protection, education, health, gender, climate change adaptation and food security and livelihoods in partnership with government and civil society partners. As of November 2019, Save the Children Australia, representing Save the Children globally, is an Accredited Entity[[1]](#footnote-2) to the Green Climate Fund (GCF).

The **Green Climate Fund**[[2]](#footnote-3) is the world’s largest dedicated fund helping developing countries reduce their greenhouse gas emissions and enhance their ability to respond to climate change. The GCF aims to catalyse a flow of climate finance to invest in low-emission and climate-resilient development, driving a paradigm shift in the global response to climate change. GCF activities are aligned with the priorities of developing countries through the principle of country ownership. The Fund pays particular attention to the needs of societies that are highly vulnerable to the effects of climate change, in particular Least Developed Countries (LDCs), Small Island Developing States (SIDS), and African countries. Sierra Leone is both an African country and an LDC.

Sierra Leone is one of the most vulnerable countries in the world to climate change primarily due to its extreme exposure to natural hazards and its limited adaptive capacity. Communities suffer an existing ‘adaptation deficit’ - often lacking the capacity to manage current climate variability and extremes. This undermines their resilience to the impacts of climate change. The Sierra Leone Coastal Resilience Project (SLCRP) will be a community-based climate change adaptation project focused on building the adaptive capacity of coastal communities in Sierra Leone. SLCRP will partner with targeted communities to: reduce climate-related vulnerability; increase resilience to climate variability, extremes and change; and build long-term adaptive capacity necessary to pursue sustainable, development pathways across a range of potential climate futures.

This will be achieved via three interlinked objectives:

1. *Support scalable local climate-resilient investments in agricultural value chains to enhance food and nutrition security of the most vulnerable households (specifically female- and youth-headed households).*
2. *Increase the resilience of coastal landscapes and assets to climate change impacts to provide long-term resources for community resilience, wellbeing and ecosystem vitality, informed by the voices of the most vulnerable and affected.*
3. *Empower marginalised groups (particularly women and youth) to access the new skills, networks, markets, and adaptive institutions they need to make productive contributions to local development in a changing climate.*

The purpose of this consultancy is to undertake a range of assessments and field work, including a feasibility study of the project’s framework, climate rationale and activities, in order to develop a project funding proposal that ensures the proposed approach is based on sufficient evidence and is fit for purpose and likely to achieve the project’s objectives, in line with GCF requirements.

**AIM**

The GCF requires[[3]](#footnote-4) a comprehensive design package for submission as part of a Funding Proposal (FP) from an accredited entity. Save the Children (SC) Sierra Leone requires consultancy services to fulfil the following key requirements for its FP. SC has structured the work into key components and have a preference for contracting one firm or consortium with the relevant skillset and experience to deliver all aspects of the work outlined. However, Save the Children reserves the right to split the work across multiple firms or consortium in the event that we believe that would further our ability to submit a strong proposal package to the GCF.

|  |  |
| --- | --- |
| **Component 1** | * Completed feasibility studies, including the following:  1. Assessment of the country context (including policy and legislation settings, complimentary programming, overview of key relevant sectors of the economy and market/value chain analysis) 2. Country's climate (historical and recent trends), climate change projections and impact on key sectors of interest 3. Climate change problem analysis and identification of core climate change problem 4. Project's theory of change and approach to addressing the core problem and detailing of components, outputs and activity descriptions 5. Stakeholder engagement (summary of annex) 6. Project’s governance structure and financial management, as well as M&E arrangements (summary of annex) 7. Alignment of the project with GCF investment criteria 8. Sustainability and exit strategy 9. Vulnerability assessment (for beneficiary targeting) 10. Nature-based solutions and conservation analysis 11. Livelihood sector analysis 12. Market, technology and agricultural value chains analysis  * Gender equality and social inclusion assessment and project-level action plan * Field data collection and design testing * Project implementation timetable, including key project milestones * Project monitoring and evaluation plan * Map(s) indicating the location of proposed interventions * Summary of consultations and stakeholder engagement plan * Completed funding proposal narrative template |
| **Component 2** | * Economic and or financial analysis |
| **Component 3** | * Environmental and social safeguards analysis |

**3. SCOPE OF WORK AND DELIVERABLES**

Under the guidance of the Save the Children project development team, the consultancy will deliver the following tasks and deliverables, divided below according to Lot:

|  |  |  |
| --- | --- | --- |
| **No.** | **Tasks** | **Deliverables** |
| **Component 1** | * Review existing baseline and secondary data available on the potential to develop climate resilience and adaptive capacity (including a gap analysis); * Conduct appropriate site background information gathering (including but not limited to vulnerability and exposure to relevant climate impacts, potential economic opportunities as well as gaps and needs for addressing adaptive capacity); * Review the concept note and assess the indicative activities included, utilising the field work and research to determine if they are the most viable way to achieve the project's objectives; * Conduct a detailed activity development exercise with key internal and external stakeholders to the necessary level of detail for the proposal and budget; * Evaluate the technical, economic and social feasibility of planned interventions to strengthening adaptive capacity; * Facilitate primary data collection and seek validation of the proposed approaches with key government and civil society stakeholders at the national and sub-national levels; * Facilitate community-level primary data collection with local enumerators to support baseline evidence gathering and to support justification for project approach; * Conduct community consultation to assess the social impacts of the proposed interventions; * Identify relevant and complimentary initiatives being implemented by the government, civil society organisations and development partners in Sierra Leone and the region; * Contribute to the realisation of a gender and social inclusion analysis in conjunction with Save the Children team; * In collaboration with technical experts, assess the design and specifications of recommended adaptation technologies; * Support the costing of project components, including individual outputs and activities to inform design of the full funding proposal; * Outline realistic timeline for the proposed set of activities; * Identify the barriers and challenges that could determine the sustainability the project and provide recommendations to mitigate and manage them; * Support the Save the Children team to develop a robust implementation strategy: institutional anchoring, financial management and audit, procurement and reporting, implementation of activities and their planning, monitoring and evaluation; * Identify and analyse any governance and capacity issues that will be critical during the implementation of the project as well as to ensure sustainability of the project. * Undertake a nature-based solutions and conservation analysis * Undertake a livelihood sector analysis * Undertake a technology, market, and agricultural value chains analysis, with a specific focus on food and nutrition | 1. Inception Report (brief outline of proposed methodology, timeline, budget, etc.) 2. Pre-Feasibility Study Report 3. Preliminary Results Report (summary of initial findings from primary data collection) 4. Stakeholder Consultation and Validation Report (summary of stakeholder engagement activities) 5. Feasibility Study Report (in-depth report on feasibility study findings, including a stand-alone executive summary with key findings and recommendations) *(see Annex 1).* 6. Separate reports containing the analysis undertaken and results of the nature-based solutions analysis, food security and livelihoods analysis and technology, market and value chains analysis 7. Project implementation timetable, including key project milestones 8. Project monitoring and evaluation plan 9. Gender equality and social inclusion assessment and project-level action plan *(see Annex 2).* 10. Map(s) indicating the location of proposed interventions 11. Complete Funding Proposal Narrative, according to GCF template and guidelines. |
| **Component 2** | * Data collection and analysis on the proposed project’s the costs and benefits to society at the national or global level, including those that cannot be monetized, and is used to assess cost-effectiveness, incremental cost, non-market benefits and economic co-benefits. * Analysis on the expenditures and revenues incurred on a programme scale, to project the cash flows over time and summarize them in several statistics: the financial internal rate of return (FIRR), the financial net present value, the payback period, and the debt service coverage ratio. * Collaboration and engagement with the wider design team to feed in financial parameters and provide guidance on the structure of the design to ensure that economic analysis can be undertaken. | 1. Complete economic and financial analysis, including spreadsheets corresponding to the summary report that show all the calculations used for the economic and/or financial analysis. Worksheets should be unlocked, well-organized, include all formulas and clearly label data and results. 2. Complete economic and financial analysis summary report according to GCF guidelines *(see Annex 3).* |
| **Component 3** | * Conduct full environment and social safeguards screening of proposed project activities to assign an initial risk categorisation. This includes considering:   1. The environmental and social risks and impacts, as well as the nature, magnitude, and complexity of these risks, the specific characteristics of the influence area including risks of displacement (physical, economic or tenure), involuntary resettlement and to indigenous peoples.   2. Specific risks related to Sexual Abuse, Sexual Exploitation, Sexual Harassment (SAEH), Gender and Indigenous People   3. Requirements of laws applicable to the activities, including national laws and relevant international obligations * Provide guidance to the Save the Children team and the wider design team on effectively mitigating or reducing risks, including to ensure that all activities remain within the GCF category C bracket[[4]](#footnote-5). * Conduct an assessment of the risks and impacts identified during the ESS screening and develop an Environmental and Social Safeguards Residual Risk Management Plan, outlining mitigation measures and mechanisms for managing risks. * Support the costing of the Residual Risk Management Plan to ensure the cost of mitigations measures and verification requirements are fully covered in the implementation budget. | 1. Complete environmental and social safeguards analysis report demonstrating how and why activities fit in Category C. 2. Complete GCF template report. 3. Completed Environmental and Social Safeguards Residual Risk Management Plan, with associated budget recommendations for mitigations measures and verification requirements. |

***Note, the annexes included in this RFP provide additional information on some but not all of the key deliverables expected under this contract and should not be seen as an exhaustive of tasks under each component.***

**4. QUALIFICATIONS AND EXPERIENCE**

Applicants should outline the composition of their proposed team for each lot being applied for and ensure that the proposed team demonstrates:

* GCF proposal development experience
* Sierra Leone and / or West Africa experience
* Experience in building climate rationale for GCF proposals (including applying historic data and climate models to drive programming decisions)
* Environmental and social safeguards assessment & conservation analysis
* Experience of GESI analysis and integration
* Experience with economic and financial analysis

**5. TIMEFRAME**

**Duration:** January 2022 to June 2022

**6. REQUEST FOR EXPRESSIONS OF INTEREST PROCESS:**

**Submission of EOI should include:**

* Cover letter stating interest and qualifications (including confirmation of the components that you are bidding for).
* CV(s) and/or introduction of institute, company and proposed consultancy team (and where they are based).
* Outline of proposed approach to undertake the work
* Proposed timeline for undertaking the work, alongside a fully costed budget with payment milestones set against key deliverables.
* Outline of proposed table of contents for the feasibility study final report.
* Links or copies of 1 or 2 samples of work
* See suggested Eol structure in Annex 5.

**Table of annexes**

[**Annex 1: Further Information on Feasibility Study Requirements (part of Component 1)**](#_Annex_1:)

[**Annex 2: Further Information on the Gender Equality and Social Inclusion Assessment and Action Plan (Part of Component 1)**](#_Annex_2:)

[**Annex 3: Economic and Financial Analysis (Component 2)**](#_Annex_3:)

[**Annex 4: Environmental and Social Safeguards Assessment (Component 3)**](#_Annex_4:)

[**Annex 5: EoL Structure (suggested)**](#_Annex_5:)

# **Annex 1:**

# **Further Information on Feasibility Study Requirements (part of Component 1)**

A detailed feasibility study should be included as part of funding proposals to determine whether the proposed project is feasible and implementable. Included should be an assessment on the current state/conditions of the area and assets that the project is targeting, the existing market, different options/interventions possible to address the problem, reasons for selecting specific technological solutions over alternative options, and an analysis of the potential impact of the proposed project. Additionally, the study should also help determine the ‘expected adaptation impact’ of the project, including the expected total number of beneficiaries, including both direct and indirect beneficiaries, and the percentage of total beneficiaries relative to the total population.

Per GCF requirements the study should present, at a minimum, the following components: 1) an assessment of the various technological options analysed for the proposed project scope, 2) Development of a baseline, scenarios with and without the project interventions, and a clear conclusion with recommendations for the selection of specific project interventions, 3) The reasons why those interventions have been chosen for this particular project, and 4) An explanation of the underlying logic of the project structure and activities.

The overarching purpose of the feasibility study is to:

1. Design and undertake a detailed assessment of the SLCRP’s proposed approach to determine its overall feasibility across the targeted communities in collaboration with local enumerators;
2. Conduct in-country stakeholder consultations and facilitate validation exercises as required;
3. Collaborate with the Save the Children SLCRP project team in-country and abroad throughout the study;
4. Prepare a full report outlining the results of the feasibility study, including at minimum, evidence-based findings on:
   * The country context, including policy and legislation settings, complimentary programming, overview of key relevant sectors of the economy and market/value chain analysis.
   * Country's climate profile (historical and recent trends), climate change projections and their impact on key sectors of interest.
   * Climate change problem analysis and identification of core climate change problem.
   * Project's theory of change and approach to addressing the core problem and detailing of components, outputs and activity descriptions
   * Stakeholder engagement (summary of annex)
   * Project’s governance structure and financial management, as well as M&E arrangements (summary of annex)
   * Alignment of the project with GCF investment criteria
   * Sustainability and exit strategy
   * References (primary and secondary data, academic literature, other project documents, etc.).

The feasibility study must also include an analysis of the following specific sectors – both summarised in the report and with specific annexes covering:

1. Nature-based solutions and conservation analysis: The project includes a component that will seek to utilise nature-based solutions to restore and enhance degraded coastal landscapes and mangrove ecosystems. Mangrove restoration and/or conservation have been identified as critical to building resilience in the target communities as mangrove forests are major coastal ecosystems and are the richest and most productive, supplying economically significant products (fuelwood, honey) and an environment for variant florae and faunae including crabs, shrimp and fish. The economic role of mangroves in these communities, their efficiency in coastal protection from extreme events (such as flooding) and biological diversity provide both a source of learning and increased action for adaptation to climate change. However, mangrove ecosystems are under pressure from rice cultivation, fish smoking, construction and salt production, leading to a 25% decline since 1990. Mangrove restoration activities will aim to blend traditional and scientific approaches to reduce prevailing climate and socio-economic stressors, facilitate adaptive co-management and promote equitable access and sustainable use of resources. This analysis will help determine the scope and focus of nature-based solutions in the project and support the proposal’s argument for why they are a strategic investment for the project.
2. Food Security and Livelihood sector analysis: The food security and livelihoods analysis will analyse the current food security and livelihoods context in Sierra Leone’s coastal communities, with a particular focus on remote and rural communities. The analysis will also investigate the implications of projected climate change impacts and effective ways to increase food security and build the resilience of livelihoods – particularly including specific activities identified in the project’s concept note. This analysis will be a critical input to the project’s feasibility study and funding proposal, including the project’s climate rationale, logframe, vulnerability assessment and data collections tools/methodologies. This should include:

* A desk based review and KIIs to collect and analyse relevant FSL information
* Collection of information specifically related to FSL as part of the field data collection.
* Provide a summary analysis on the field-based data and provide final recommendations on how to best to respond to FSL needs in the project design and overall project theory of change.

1. Technology, market, and agricultural value chains analysis: The project will work to support targeted communities and households to diversify their livelihoods strategies, including towards emerging climate resilient opportunities. This analysis will help to identify the most viable resilient livelihood strategies to incorporate in the proposal (building on those identified in the concept note), and will assess the potential for deploying adaptation technologies (particularly related to food security and livelihoods) - increasing understanding of key appropriate technologies and determining whether they are suited to the context and will support project outcomes and sustainability.

The market, technology and value chain analysis will also provide ideas and options of how to leverage the private sector and markets to enhance opportunities for innovation and sustainable income generation in remote and rural communities in a climate change context. The overall objective will be on enhancing the impacts and sustainability of the project’s adaptation options and actions with a focus on the agriculture. This will include:

* + A desk-based literature review and key informant interviews to collect and analyse relevant information and data on markets, value chain opportunities and the capabilities of the private sector to inform the project design. As noted above, agriculture will be the primary but not exclusive focus. Key considerations could include but are not limited to;
    - * Identification of domestic and international market opportunities for local crops and/or products
      * Identification of key commodities for export, highlighting challenges, risks, and opportunities
      * Opportunities for value add through processing and/or other techniques
      * Identification of relevant private sector partners and current capacity
      * Identification of infrastructure needs and constraints
      * Opportunities for certification
      * Where applicable, opportunities to integrate sustainable or renewable energy into supply chains
  + As part of the field data collection, community consultation and assessment missions, capture information specifically in relation to the private sector, value chain and market opportunities.
  + Provide a summary analysis on the field-based data and provide final recommendations on how to best to leverage technology, the private sector and markets into the project design and overall project theory of change.

# **Annex 2:**

# **Further Information on the Gender Equality and Social Inclusion Assessment and Action Plan (Part of Component 1)**

The gender and social inclusion (GESI) Assessmentis the gathering of information and data to inform the design and implementation of the GCF project. A gender and social inclusion assessment is a process that helps to identify and promote gender – relevant entry points, policies and opportunities for enhancing gender equality and social inclusion in a particular project. In the case of climate change projects, a well-executed gender and social inclusion assessment helps to identify multiple causes of vulnerability, including gender inequality and other determinants of social exclusion. It also helps to identify and build on the diverse knowledge and capacities within communities/households that can be used to make them more resilient to climate related shocks and risks.

The GESI Assessment will ensure the project design responds to an understanding of the nature and causes of inequality and exclusion. The GESI Assessment will also help to avoid making incorrect assumptions about the extent or forms of discrimination experienced by all girls, boys, women and men with diverse identities, different abilities and other marginalised groups in the targeted context. It will help design project that identify and address the root causes of gender and social inequality in communities and help to build programs that more effectively and sustainably meet their needs.

The consultant(s)/cy will be expected to work Save the Children Gender Technical Advisors to undertake a gender and social inclusion assessment and develop a project-level gender and social inclusion action plan, prepare a description of the context and sociocultural factors that underlie climate change-exacerbated gender inequality and shape the potential contributions of ‘women and men of all ages’ to build both individual and collective resilience to climate change, and use the information gathered to inform the FP design, and monitoring and evaluation plan. This should include:

* A desk-based review and KIIs to collect and analysis relevant gender and social inclusion
* Collection of information specifically related to gender and social inclusion as part of the field data collection.
* Provision a summary analysis on the field-based data and provide final recommendations on how to best to respond to FSL needs in the project design and overall project theory of change.
* Close collaboration and coordination with the Save the Children team and consultant(s)/cy undertaking the feasibility study and proposal development to ensure that gender and social inclusion is mainstreamed throughout the design and funding proposal to GCF.

# **Annex 3:**

# **Economic and Financial Analysis (Component 2)**

The objective of these analyses is to assess the viability of the project/programme and mobilize adequate resources from GCF, AEs, governments, financial institutions, project sponsors and/or other co-financiers.

Although they are complementary, the economic analysis and financial analysis are two different tools that assess different aspects of a funding proposal. The financial analysis forecasts cash flows to the project or a single party, and is used to assess sustainability, paradigm shift potential, concessionality and risk, among other elements.

The economic analysis projects the costs and benefits to society at the national or global level, including those that cannot be monetized, and is used to assess cost-effectiveness, incremental cost, non-market benefits and economic co-benefits.

The financial analysis measures expenditures and revenues incurred on a programme scale, or for a single party within the project/programme (e.g. a special purpose vehicle, utility company, household). As it provides a single perspective, there can be multiple financial analyses for the same project (e.g. one for the special purpose vehicle, one for the end users). The financial analysis projects the cash flows over time and summarizes them in several statistics: the financial internal rate of return (FIRR), the financial net present value, the payback period, and the debt service coverage ratio.

The results of the economic and financial analyses should be summarized in the funding proposal, and the models and documentation submitted as as an annex to the funding proposal. Tasks under Lot 3 for the economic and financial analysis should include:

* A summary report submitted as an annex to the funding proposal that describes the economic and/or financial analysis conducted by the accredited entity during first-level due diligence. It should cite data sources and evidence, explain the assumptions and methodology used, and provide an interpretation of the results and sensitivity analysis;
* Spreadsheets corresponding to the summary report that show all the calculations used for the economic and/or financial analysis. Worksheets should be unlocked, well-organized, include all formulas and clearly label data and results.

# **Annex 4:**

# **Environmental and Social Safeguards Assessment (Component 3)**

The objective of this assessment is to analyse and capture the environmental and social safeguarding impacts of the activities being proposed under the project, including identifying key risks and subsequently creating an action plan to address and mitigate those. Save the Children is accredited for category C activities only and must ensure that all activity undertaken with GCF funds remain within the limits of this category.

Save the Children is required to undertake:

1. An initial screening of the environmental and social safeguard risks and impacts of the proposed project to ensure that they remain within the bounds of the category C rating.
2. An environmental and social assessment (or pre-assessment) of the risks and impacts identified during screening, proportional to the level of risks and impacts identified during screening.
3. For those minimal risks and impacts which may be associated with the Category C activity, develop an Environmental and Social Safeguards Residual Risk Management Plan to ensure robust planning for, and management and mitigation of, risks and impacts identified by the assessment.

As such, the key milestones to be met under this lot are:

* Complete environmental and social safeguards analysis report demonstrating how and why activities fit in Category C.
* Complete GCF template report.
* Completed environmental and social residual risks management plan in the GCF template

# **Annex 5:**

# **EoL Structure (suggested)**

10 to 12 pages plus annexes

* 1. About the organization (1 page)
  2. Overview of Sierra Leone and / or West African experience (1 page)
  3. Suggested approach to undertaking the work to the expected GCF standards (5 pages)
     1. Design (500 words)
     2. Feasibility study (500 words)
     3. Linking climate rational to project activities (300 words)
     4. Assessing nature base solution and undertaking a conservation analysis 250 words)
     5. Gender and Social Inclusion (250 words)
     6. Environmental and social safeguarding (250 words)
     7. Financial and Economic analysis (250 words)
     8. Market analysis and private sector engagement (250 words)
  4. Overview of the proposed design team (1.5 pages)
  5. Financial proposal (1 page)
     1. Summary of costs
     2. Breakdown of daily fees (by individual, days and fees)
     3. Reimbursables (e.g. travel, hotels, communication other direct expenses)
  6. Proposed work schedule and timelines (1 page / table)
  7. Annexes:
     1. Summarised CVs of team members. Max 3 pages per CV. If possible, with link to LinkedIn profile
     2. Table of precis of experience on similar projects (approx. 5 most relevant)

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

* + - 1. **CAPABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | GCF proposal development experience |  |
| ***2*** | Sierra Leone and / or West Africa experience |  |
| ***3*** | Experience in building climate rationale for GCF proposals (including applying historic data and climate models to drive programming decisions) |  |
| ***4*** | Environmental and social safeguards assessment & conservation analysis |  |
| ***5*** | Experience of GESI analysis and integration |  |
| ***6*** | Experience with economic and financial analysis |  |

## **SUSTAINABILITY QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability. (e.g. paperless offices, green technology in offices, policies, training programmes, community outreach programmes etc). | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | The bidder is actively involved in the support and development of the local community through outreach programmes or similar | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | The bidder demonstrates experience and understanding of local context and community. | **Bidder Response** | | **Comments** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SERVICE** | **SPECIFICATION**  **(For technical requirements, drawings may need to be attached)** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed** | |  | | |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of business registration certificate | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| 10-12 Pages Proposal document | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |

1. Green Climate Fund: <https://www.greenclimate.fund/ae/sca> [↑](#footnote-ref-2)
2. Green Climate Fund: <https://www.greenclimate.fund/about> [↑](#footnote-ref-3)
3. Green Climate Fund: <https://www.greenclimate.fund/sites/default/files/document/gcf-programming-manual.pdf> [↑](#footnote-ref-4)
4. The environmental and social risk categories of activities supported by the GCF are defined as follows:

   **Category A:** Activities with potential significant adverse environmental and/or social risks and impacts that, individually or cumulatively, are diverse, irreversible, or unprecedented.

   **Category B:** Activities with potential limited adverse environmental and/or social risks and impacts that, individually or cumulatively, are few, generally site specific, largely reversible and readily addressed through mitigation measures.

   **Category C:** Activities with minimal or no adverse environmental and/or social risks/or impacts. [↑](#footnote-ref-5)